

# PRO FORMA INVOICE

Ship to: Company name	<input type="text"/>	Consignment Note No	<input type="text"/>
Street	<input type="text"/>		
Town	<input type="text"/>	Reason for Export	<input type="text"/>
State/Country	<input type="text"/>	Area/ Zip Code	<input type="text"/>
Contact name	<input type="text"/>	Goods are of	<input type="text"/> origin
Tel/Fax/Telex No.	<input type="text"/>		

Full Description of goods (What is it? What is it made from? Usage of goods)	Commodity Codes	Items Value	Total Value	Currency
Shippers VAT No.			Total	

Name and address of Manufacturer

The transport of Dangerous Goods/Chemicals by road, rail, air, sea or tunnel is subject to regulation. It is the consignor's duty to identify the requirements for notification, packing, labeling and documentation and to be aware that transport to offshore/over water destinations will include multi modal transport operations. City Link does NOT fly any dangerous goods.

I declare that the above information is true and correct to the best of my knowledge

Name	<input type="text"/>	Signature	<input type="text"/>
Title	<input type="text"/>	Date	<input type="text"/>

## **IMPORTANT ADVICE FOR EXPORTERS**

For all goods other than documents, an invoice must accompany each shipment to be exported. If the goods are for sale, a commercial invoice must be used. Where no commercial invoice is available, the exporter must complete a pro forma invoice. This is a declaration for customs purposes.

- Load your printer with your company letterheads, and print 4 copies
- Customs prefer all invoices to be typed. Complying with their regulations helps alleviate possible delays

## **TO COMPLETE THE PRO FORMA, ALL FIELDS MUST BE COMPLETED**

1. The full name and address, including contact phone / fax or mobile numbers. This is imperative. We do not deliver to PO Box numbers so all address fields must be complete, with any zip code etc
2. Consignment number if known
3. Reason for export - i.e. Samples not for re-sale, goods for test, evaluation
4. Insert country of origin
5. Full description of goods. What is it / what is it made of?
6. Commodity codes must be advised
7. Value of each item
8. Total value for customs, for each product type. This will be at least the intrinsic value
9. Currency of goods e.g. (GBP) Great Britain Pound
10. Insert your own VAT number here, if you are not registered insert "UNREG" If you are a private shipper insert "PR"
11. Enter the total value of the consignment been shipped
12. The full name and address of the manufacturer, which is vital for any destinations
13. Sign each invoice, print name, date and your title

## **NOTE**

- a) City Link does not carry, accept or deal under any circumstances with noxious, dangerous, hazardous, radioactive, inflammable or explosive goods likely to cause damage or harm
- b) Computer parts, printed circuits etc, may require an Export Licence. Please check with the Department Of Trade and Industry for details
- c) When sending video/films include the length, width and subject matter, (USA requires video declaration form).
- d) Please note the customer is responsible for the correct completion of export documentation and the production of the necessary documents.

City Link does not accept any responsibility or liability for any claims arising out of the incorrect completion and submission of documentation by the customer. All business is undertaken in accordance with our Standard Trading Conditions, of which copies can be obtained upon request.

### **For any queries please contact:**

City Link International Offshore Department  
National Hub Centre, Midland Road, Wednesbury, West Midlands, WS10 8HX  
Tel: 0121 526 8583  
Fax: 0121 526 8504